

	PERS – Tour Operator Parking Application	Planning, Engineering & Regulatory Services
	Cruise Ship Tour Operation Application & Parking Reservation Form	
Requirements and Terms of Use		SECTION 1
<ul style="list-style-type: none"> • This form must be submitted at least ten days before the scheduled arrival of the cruise. • The applicant agrees to pay \$17.50 per space, per day, excluding weekends and shop closing holidays. Payment for space reservations must be made 48 hours prior to the cruise ship's scheduled arrival time. • Reserved space in the area designated for private tour operators ensures parking in the general area. However, it does not guarantee a specific space, which is allocated on a first-come, first-serve basis. • The designated area for private tour operators is for loading and unloading cruise ship passengers only. The area is not to park private passenger vehicles. • The applicant must have valid insurance and license in place and must meet all the conditions required by the City. This includes the applicant providing confirmation of auto insurance coverage. It shall be in the amount of not less than \$2,000,000.00 inclusive limit, covering all vehicles used in connection with the event/activity. • Cancellations must be submitted two (2) hours prior to the cruise ship's scheduled arrival time. Notification of the cancellation will be accepted by emailing parking@stjohns.ca. Reservation credit may be applied to a future cruise or refunded to the applicant. • This permit does not exempt compliance with the provisions of the Highway Traffic Act or any regulations or by-laws of the City of St. John's. • Failure to abide by these rules and submit pre-approval to parking enforcement at the city may result in ticketing and/or towing and withholding of future parking privileges. 		
Applicant Information		SECTION 2
Tour Company: _____ Main Contact: _____ Address: _____ Phone Number: _____ Email: _____		

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA

PERS – Tour Operator Parking Application		Planning, Engineering & Regulatory Services
Cruise Ship Information		SECTION 3
Number of Spaces required: _____ Name of Cruise Ship: _____ Arrival Date: _____ Departure Date: _____ Type of vehicles for each space (list): 1) _____ 2) _____ 3) _____ 4) _____		
Applicant Checklist		SECTION 4
Copy of Vehicle Registration Copy of insurance, in the amount of not less than \$2,000,000.00 inclusive limit, covering all vehicles used in connection with the event/activity. Complete application submitted ten days before the cruise, including contact information.		
Authorization: Internal Use Only		SECTION 5
ACR Case Number: _____ Cost: _____		
Privacy Statement		SECTION 6
Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Tour Operator Parking Application. Questions about the collection and use of the information may be directed to the Supervisor of Parking Enforcement by email: parking@stjohns.ca or by phone 709-576-8654.		
Please submit completed form to:	Access Centre 10 New Gower Street P.O. Box 908 St. John's NL A1C 5M2	Email: parking@stjohns.ca Call: 709-576-8654

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA